

Job Seeking Skills Workshops

July 2016

★ **Midvale Employment Center**
7292 S. State St. • Midvale

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
July 5	1:00 PM–3:30 PM
July 18	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
July 12	1:00 PM–3:30 PM
July 21	1:00 PM–3:30 PM
JOB SEARCH STRATEGIES:	
July 14	1:00 PM–3:30 PM
July 28	1:00 PM–3:30 PM
PROFESSIONALISM IN THE WORKPLACE:	
July 27	9:00 AM–11:30 AM
*LINKEDIN #1:	
None	
*LINKEDIN #2:	
July 6	1:00 PM–3:30 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Job Seeking **Skills Workshops**

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July 2016 (continued)

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Life Skills

BUDGETING AND CREDIT:

Budgeting - July 19	8:45 AM–12:00 PM - TIER 1
Credit - July 21	8:45 AM–12:00 PM - TIER 1

FOOD SENSE - USU EXTENSION:

None	
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BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

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